Safety Shutdown Meeting
3 January 2006
CEBAF Center Auditorium
8:30-9:30 AM

| | |
|---|---|
| Welcome | S. Chattopadhyay<br>5 minutes |
| Introduction | W. Oren<br>5 minutes |
| Feedback from the Workers Safety Committee | D. Napier<br>5-10 minutes |
| Past Performance | B. May<br>10 minutes |
| Roles and Responsibilities | |
| The EH&S Staff | B. May<br>5-10 minutes |
| The Work Force | T. Whitlatch<br>5-10 minutes |
| Closing: Final Words | A. Hutton<br>5 minutes |

# Feedback from the Workers Safety Committee

Dianne Napier

# Worker Safety Committee (WSC)

- Website: http://www.jlab.org/ehs/wsc/
- Email: wsc@jlab.org
- Members:
  - Dianne Napier, Chair x6239
  - Brian Bevins x6232
  - Brett Lewis x6254
  - Jim Coleman x7312
  - William Berkley x7072
  - Krister Bruhwel x7868
  - Heidi Fansler x6915
  - Debra Brand x7684
  - Mary Beth Stewart x7618


TOYOTA

# Past Performance

Robert May

# 2005 Past Performance Review

Recordable / Reportable: 5 (had 5 in 04 as well)

- (2) cuts: thumb, shin
- (1) infected insect bite on foot
- (1) back strain
- (1) hand sprain

Common threads:

- Lifting / moving heavy objects
- Hand tool use
- Guarding sharp surfaces
- Environmental conditions
  - Insects
  - Working in cramped spaces

# 2005 Past Performance Review

## First Aid Events:

- 19, down from 26 in ’04
  - (6) Fall with abrasions / contusions (2 slips, 1 trip, 1 loss of control over hand tool, 1 flooring failure, 1 missed chair)
  - (4) Finger cuts (2 from hand tools, 1 caught on rough surface, 1 dropped heavy object)
  - (2) finger contusions (bump into object, shut in drawer)
  - (1) toe contusion (stubbed toe on steps in darkened room)
  - (1) arm contusion from machine tool failure
  - (1) shin abrasion (from falling object)
  - (1) possible chemical exposure
  - (1) insect bite
  - (1) back sprain
  - (1) foreign object in eye

# 2005 Past Performance Review

First Aid Events:

Summary:

- (9) extremity cuts/lacerations/abrasions (up factor 3 from 04)
- (6) falls with associated scrapes, bumps, and bruises (up factor of 2 from 04)
- (1) insect bite
- (1) non fall related joint/muscle/back strain (down factor of ten)
- (1) chemical exposure

Common threads:

- Hands-on activity with tools and materials
- Awareness of environmental conditions; esp. surfaces

# 2005 Past Performance Review

Injuries and First Aid Events / ISM considerations

- Analyze the Hazards
  - We tend to “minimize” the hazards of routine work and avoid thinking about tasks we do frequently
- Develop and Implement Controls
  - What does our First Aid case log tell us?
  - We may not be folding lessons learned into out Task Hazard Analysis
- Perform Work Within Controls
  - When we get to an unanticipated situation, we go right into “workaround” mode
  - It’s OK, in fact, it’s preferred that we stop and rethink the task or process

# Take Home Message

## No Big Surprises…

Workplace use of tools, exposure to sharp objects, moving heavy stuff by hand, and environmental conditions are associated with most injuries

Line Managers and Supervisors must:

- Include lessons learned and EH&S Manual Guidance in the review of planned work processes for hazards
- Effectively communicate controls, repeatedly, that is, over and over again…even the "simple" stuff
- Require that staff stick to controls and encourage them to stop and reevaluate

# Roles & Responsibilities of EH&S Staff

Robert May

# EH&S Roles and Responsibilities

Same as all workers, (including subcontractors) at the lab:

- Comply with lab environmental, safety, and health policy
- Conduct yourself in a safe manner by following requirements in technical work documents; stop when these don't match
- Immediately report to supervisor known or suspected hazardous conditions

# EH&S Roles and Responsibilities

continued

- Stop any activity within your area presenting an imminent threat to human health or the environment.
  - Use the Employee Concern Report to resolve EH&S questions or concerns that do not pose an imminent threat to human health or the environment.
- Be accountable to a supervisor or line manager
- Don’t work a job for which you feel you are not adequately trained and equipped

# EH&S Roles and Responsibilities

continued

- Same as all line managers (including subcontractors) at the lab:
- Establish safety expectations and communicate those expectations regularly to those you supervise
- Plan work, evaluate hazards and work environment, and communicate hazards
- Keep work areas are free from hazardous conditions that could result in injury, illness or death

# EH&S Roles and Responsibilities

continued

- Train employees in the hazards, the mitigations, the work plan and equip employees to do the job efficiently and safely
- Monitor work activity closely enough to evaluate performance with respect to expectations (above) and give feedback
- Coordinate with Performance Assurance Manager to assign staff to author EH&S chapter(s) commensurate with their expertise

# EH&S Roles and Responsibilities

## continued

- Provide necessary EH&S expertise for and direct and manage lab wide EH&S programs (Chemical, Laser, Radiation, Waste, etc.)
  - Maintain qualifications and proficiency
- Provide technical support for hazardous activities and conditions
  - EH&S Manual content and processes for planning safe work
  - Specialized training, hands-on work, emergency response

# EH&S Roles and Responsibilities

continued

- Provide line management support and feedback for safe work planning and conduct
  - Help establish EH&S goals and objectives for groups, individuals
  - Assist with Task Hazard Analysis
  - Evaluate ongoing work and conduct workplace inspections
  - Mentor and train Safety Wardens
  - Provide training in specific EH&S disciplines, provide general content
  - Evaluate lab programs
- Monitor and report performance of Lab EH&S activities to workers, management and serve as primary liaison with the DOE and other regulators

# EH&S Works With You

- Plan the work: Line managers and workers discuss and plan the task - do a task hazard analysis (THA) and include considerations for waste.
  - Include EH&S resources in the planning, minimize waste
  - THA - assess hazard, risk code, describe mitigation, new risk code
  - Determine if hazards can be mitigated with EH&S Manual protocols (engineered controls, training, PPE, etc.)
  - If not, or you are not sure, call EH&S and invite them to the discussion
  - Incorporate feedback from reviewers
  - Include applicable Lessons Learned (EH&S Website)

# EH&S Works With You

Continued

- Documentation: Write down your task hazard analysis and mitigation in the right format (technical work document) depending on the hazards and get it reviewed.
  - Keep EH&S in the review chain
  - Use the work planning tools available (ATLis, TATL),

# EH&S Works With You

Continued

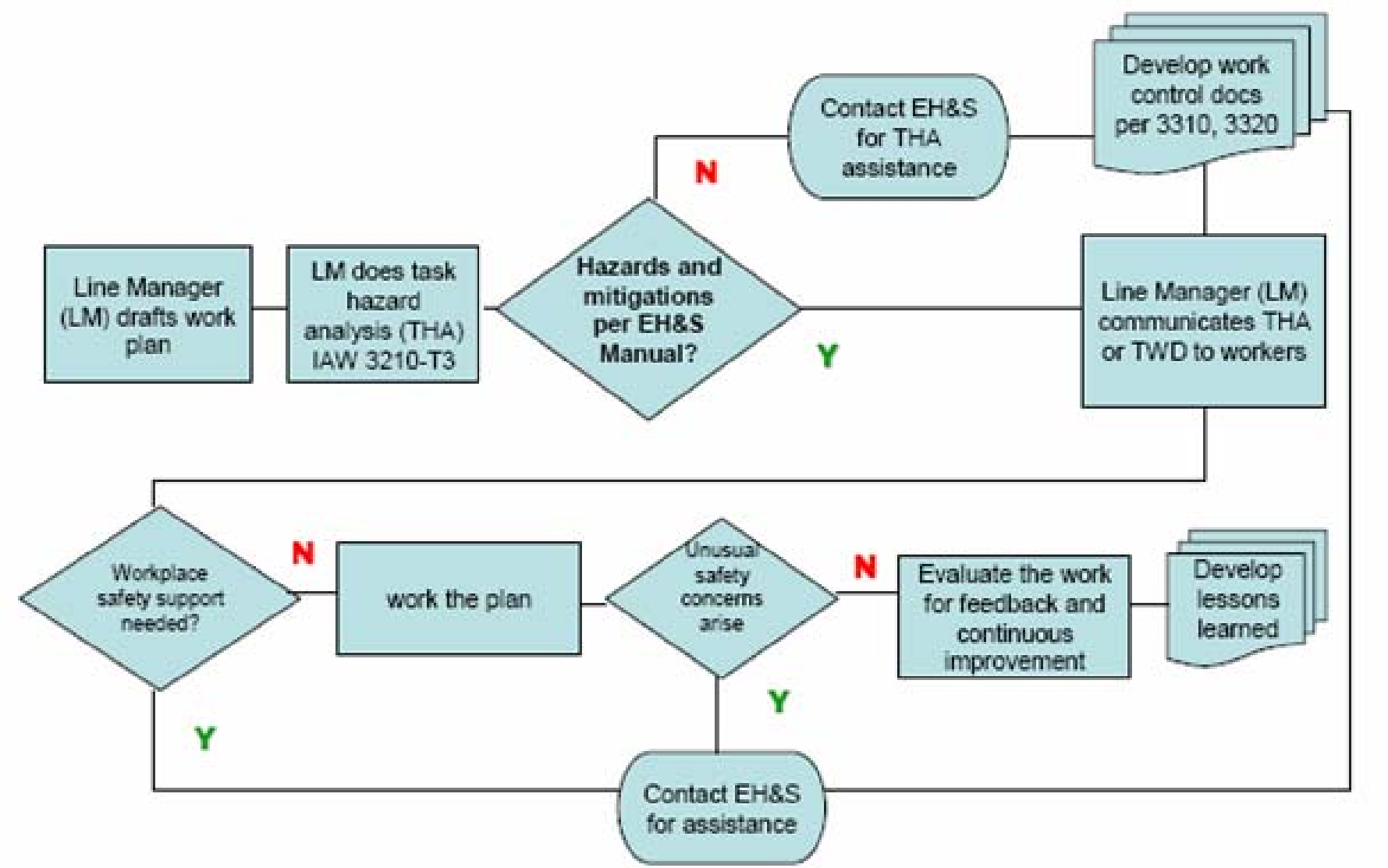
- Work the Plan:
  - brief workers, start the job
  - Co-workers, Line Managers, EH&S Staff Continuously evaluate!
    - Review ongoing work, inspect work areas, give feedback,
  - When plans change or work produces unexpected results STOP!
  - When you STOP, reevaluate the plan,
  - Line Managers communicate the changes
  - Brief workers, restart the job, continuously evaluate

# EH&S Works With You

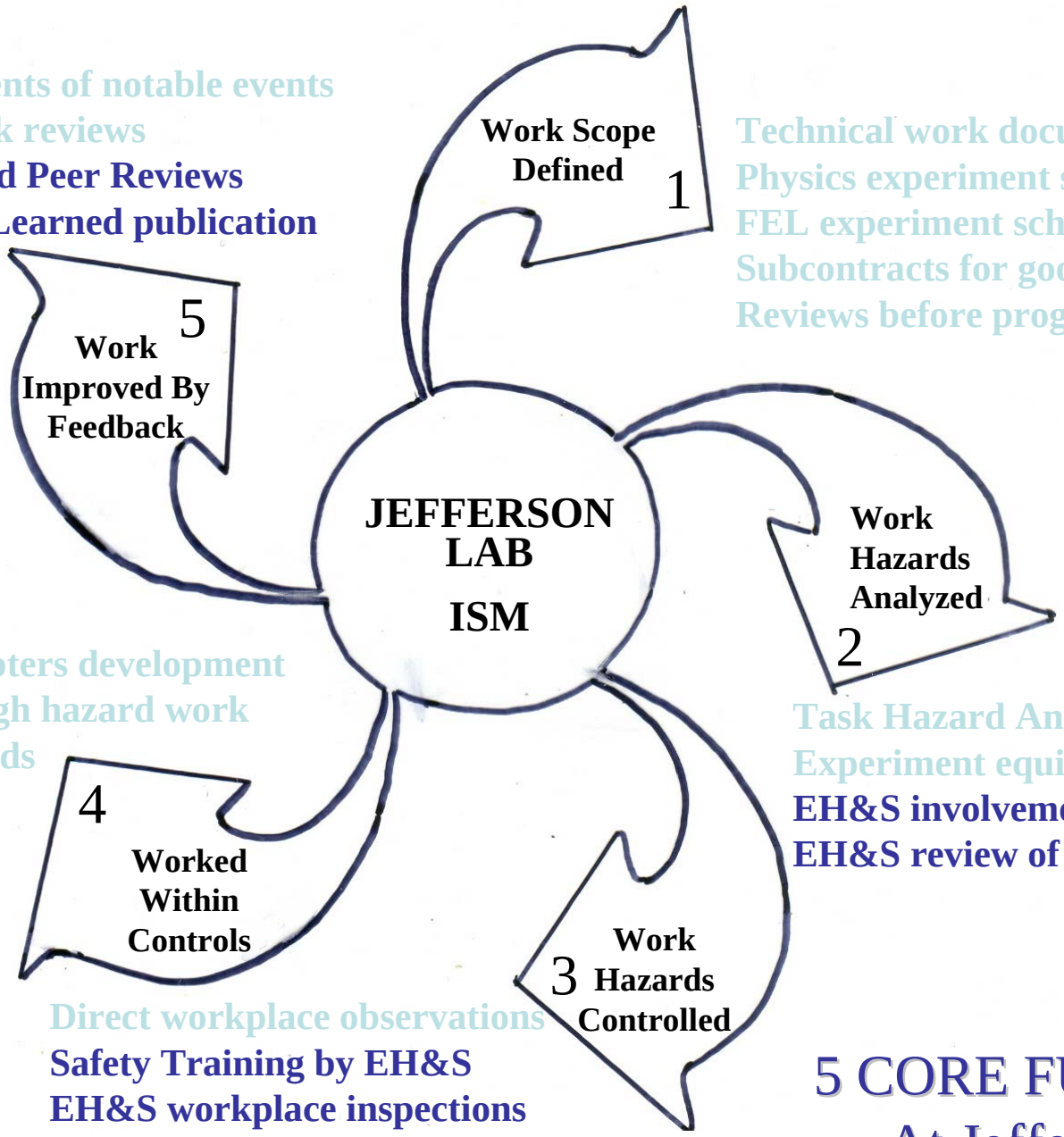
Continued

- Evaluate how well you did
  - Any injuries, first aid cases, near misses?
  - Any unnecessary byproducts?
- Put feedback into the system:
  - CATS entry – helps line managers, helps EH&S, helps you

# An example


Develop work control docs per 3310, 3320
Contact EH&S for THA assistance
N
Line Manager (LM) drafts work plan
LM does task hazard analysis (THA) IAW 3210-T3
Hazards and mitigations per EH&S Manual?
Y
Line Manager (LM) communicates THA or TWD to workers
Workplace safety support needed?
N
work the plan
Unusual safety concerns arise
N
Evaluate the work for feedback and continuous improvement
Develop lessons learned
Y
Y
Contact EH&S for assistance

Key: Blue=shared Green=EH&S




Assessments of notable events
Post work reviews
**Scheduled Peer Reviews**
**Lessons Learned publication**

Technical work documents (TWD)
Physics experiment scheduling
FEL experiment scheduling
Subcontracts for goods/services
Reviews before program changes

EH&S Manual Chapters development
Specific TWD for high hazard work
Engineered safeguards
Stop-Work process

Task Hazard Analyses
Experiment equipment reviews
**EH&S involvement in task plans**
**EH&S review of TWD**

Direct workplace observations
**Safety Training by EH&S**
**EH&S workplace inspections**
**Workplace inspections**

# 5 CORE FUNCTIONS At Jefferson Lab

# THE WORK FORCE

Timothy Whitlatch

# What the Work Force should do

Plan the work: Line managers and workers discuss and plan the task

- ☑Identify the Task – ATLis, FEList
- ☑Document the process – SOP, TOSP (EH&S Manual Chapter 3000), ATLis, FEList, written procedure, elogs,
- ☑Include EH&S resources and system experts in the planning
- ☑Obtain proper training
- ☑Task Hazard Analysis - assess hazard, risk code, describe mitigation, new risk code (EH&S Manual Chapter 3210)
- ☑Implement hazard controls with EH&S Manual protocols (engineered controls, training, PPE, etc. Ch. 6000))
- ☑Incorporate feedback from reviewers
- ☑Include applicable Lessons Learned (EH&S home page)

# What the Work Force should do

Work the Plan:

- ☑ Supervisor/employee review work plan, start the job
- ☑ Co-workers, Line Managers, EH&S Staff Continuously evaluate!
  - ☑ Review ongoing work, inspect work areas, give feedback,
- ☑ When plans change or work produces unexpected results STOP! (See E H & S Ch 3330 if there is imminent danger)
- ☑ When you STOP, reevaluate the plan,
- ☑ Line Managers communicate the changes
- ☑ Brief workers, restart the job, continuously evaluate

☑ Evaluate how well you did

- ☑ Supervisor/employees discuss job

☑ Put feedback into the system:

- ☑ CATS entry – If E H & S issue
- ☑ Elogs , Flogs, Pansophy logs, group discussion

# Basic Flow of Things (Core Functions)

- Define the Scope of Work
  - Analyze the Hazards
    - Develop and Implement Hazard Controls
      - **Perform the Work as Planned**
        - **Improve Future Work by Communication**

# Closing Remarks

Andrew Hutton

# Philosophy

- WORKING SAFELY
  - WORKING means achieving the planned objectives
  - SAFELY means following the plan
- These two concepts are not in opposition
  - Good work planning leads to efficient work
  - Good work planning leads to safe work
    - "Professional"
- Schedule pressures must never be allowed to impact the way you work
  - Not a reason to work "unprofessionally"

# Objectives

- Complete the assigned work safely
  - Complete means checking the work as you go along, ensuring that the work is done correctly
    - "Professional"

- Safely means no accidents, no near misses, no first aid cases
    - "Professional"

# WORK SAFELY